



**YOUTH COMMUNITY CORRECTIONS BUREAU  
GREAT FALLS YOUTH TRANSITION CENTERS  
STANDARD OPERATING PROCEDURES**

Procedure No.: YTC 80-3	Subject: <b>FIRE PREVENTION AND EQUIPMENT TESTING</b>
Chapter: SAFETY AND EMERGENCY PROCEDURES	Page 1 of 3
Applicable ACA Standards: 3-JCRF-3B-01, 3-JCRF-3B-02, 3-JCRF-3B-03, 3-JCRF-3B-04, 3-JCRF-3B-05, 3-JCRF-3B-09, 3-JCRF-3B-10, 3-JCRF-3B-11	Revision Date:
Signature: /s/ <i>Kenneth McGuire</i>	Effective Date: 01/01/10
Signature: /s/ <i>Steve Gibson</i>	

**I. CENTERS DIRECTIVE:**

Residents, staff, and visitors are provided with a safe environment through the effective use of fire prevention and safety inspections. The facility shall comply with state or local fire authorities regarding compliance with exit requirements, fire system inspections and quarterly tests, annual fire authority inspections, and locations of fire equipment in the facility. This procedure will be reviewed annually.

**II. DEFINITIONS:**

**NFPA** - National Fire Protection Association

**III. PROCEDURE:**

**A.** The facility director shall have overall responsibility for safeguarding residential housing and will use the Life Safety Code of the NFPA as a guideline. Any variances from the NFPA code shall be approved specifically in writing, by the local or state fire authority having jurisdiction over the facility.

**B. Building Material**

1. All new interior finish shall be Class A as defined by NFPA. All material, except floor coverings, shall have a flame spread rating of less than 25 and a smoke development rating of less than 450 as certified by an acceptable testing laboratory.
2. **Walls and Partitions**  
All new wall and partition constructions shall be of masonry or steel studs with sheetrock or plaster. No wood framing shall be used in future construction of residential housing areas. Walls may be painted or covered with material as long as the material has a Class A finish rating.
3. **Ceilings**

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All new ceiling material must meet a Class A fire rating. Existing ceiling materials not meeting this rating or that have accumulated enough coats of paint to make the rating invalid shall be scraped and repainted.

4. **Floor Coverings**  
Upkeep and excessive wear are prime consideration in evaluating type and choice of floor covering. However, all carpeting not meeting requirements must be removed.
5. **Furnishings**  
Polyurethane padding on furniture and cubicle dividers of plywood or plastic are prohibited unless specifically approved by the local or state fire authority. Wood furniture and cubicle dividers clad with laminate, meeting Class A interior finish ratings, are acceptable.
6. **Curtains, Drapes, and Blinds**  
All curtains, drapes, and adjustable blinds shall be made of Class A-rated materials. Any existing combustible window coverings must be removed.
7. **Trash Receptacles**  
Receptacles located throughout the facility shall be monitored by all staff to reduce the possibility of fire. Trash receptacles shall be constructed of fireproof material; be readily accessible; be covered with tightly fitted lids; and be emptied and cleaned at least daily.

#### **C. Smoking**

Smoking is prohibited on facility premises. (Refer to [DOC 3.4.3, Tobacco Use Regulations](#))

#### **D. Emergency Equipment Related to Fire Control**

1. The facility director shall have responsibility for ensuring the adequate emergency equipment is located throughout the facility and is kept in good repair. Testing of equipment by local fire officials or contractors shall be done at least quarterly. The facility shall be inspected by the state or local fire authority annually for compliance with NFPA codes, including adequacy, condition, and availability of fire equipment.
2. **Smoke Detectors**  
All living areas shall be equipped with smoke detection systems designed and installed to provide early warning of smoke within the juvenile living section.

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Local alarm systems shall be interconnected and run on AC electrical current to alert the entire facility when a detector sounds off.

3. **Emergency Lighting**  
All housing areas shall have battery back-up emergency lighting installed that shall provide sufficient illumination to exit areas and stairwells.
4. **Extinguishers**
  - a. Fire extinguishers for various types of fires, e.g. grease or electrical, shall be placed throughout the facility, particularly in staff-controlled areas. Extinguishers placed in break glass-front cabinets or other cabinets shall be accessible, usable, and conspicuously located, mounted where they will be readily available. Extinguishers may be hung by wall mounts throughout the facility.
  - b. Only fire extinguishers clearly marked as to type of fires they are made to control shall be used. Carbon tetrachloride fire extinguishers shall not be used and must be immediately replaced. Testing is generally performed by an extinguisher service company.

#### **E. Annual Fire Authority Inspections**

Annual inspections by the state or local fire authority shall be made. Following the annual inspection, every effort shall be made to correct all deficiencies noted. When corrections are complete, the facility director shall notify the state or local fire authority that did the inspection to re-inspect the facility.

#### **IV. CLOSING:**

Questions concerning this procedure shall be addressed to the Youth Transition Centers Director.

#### **V. REFERENCES:**

[DOC 3.4.3](#) [Tobacco Use Regulations](#)

#### **VI. ATTACHMENTS:**

YTC 80-3 (A) Fire Drill Form